**SUMMARY STATEMENT**

I chose to plan my friend’s 18th birthday party. This was to see what needed to be done to plan an event. The over-all the theme of Event Managing was my inspiration.

To begin with I was only going to research 18th birthday parties and things to consider when planning those, but after a few weeks of research, I felt that I had more than enough information to give me adequate knowledge in that specific area. I then decided to refine my topic by including the potential risks that happen at events and also possible future career pathways in event managing.

Over time, my topic changed from a focal point of the one party, to the risk assessments and careers in event managing.

The internet played a large part in my research, but I ensured that the sites I used were valid. A lot of government sites I found had reliable information. I read pamphlets on teenage drinking and party habits and also surveyed my friend to find the details needed to plan her party.

I found that planning a party needs to be an organized process that considers all potential hazards with a lot of communication involved.

Word Count: 200

**EVALUATION OF RESEARCH PROCESSES**

In the last few months, I categorised my research project into three separate segments. I felt I needed different ways to go about researching each of them and they were slightly different subtopics that all fell under the role of an Event manager. Firstly there was planning my 18th friend’s party – taking on the job of an event manager and organising everything for that party. This would take a lot of one-on-one research and communication and mainly consisted of collecting data from primary sources such as venues or caterer’s. I found that two interviews with this person were enough to set me on the right path to creating the event she wanted. Secondary sources would not have been valuable for the first segment, as it was catering a party something to this person’s needs. The second segment was the risk assessments associated with a small event. I was able to use this information to safely plan the 18th birthday party for my friend. A lot of what I found was potential risks for outdoor and community events but from taking small pieces of information from a range of sources, I was able to identify the key risks associated with the average 18th birthday. The third and final segment of my research project was looking into the job requirements and characteristics of an Events Manager. This linked in because not only did it focus on the work capability, it enabled me to research a person’s job who would normally have the knowledge of the first two segments and produce numerous safe parties for a living.

After the first few interviews with my friend, I had some guiding ideas which would structure the rest of my research. In addition to researching venue hire, under-aged drinking policies, risk assessments and party tips, I also conducted my research about careers in event management – as this is essentially what my topic was about. As someone who is considering event management as a career, knowing the pathways that leads to a career in that field, the pro’s and con’s and other ‘fine detail’ of working in the business in addition to having first-hand experience in planning my own event, would help me gain enough information to give me sufficient knowledge about this career.

Numerous sources, both primary and secondary, were sought out to assist my research. I needed to ensure that while enquiring about potential venues for the 18th birthday, for ethical reasons, that I did not confirm any bookings or disclose any of my friend’s details prior to consulting with my friend because even though I was the ‘event manager’ for her party, I still needed to respect her wishes and consult with her before anything was booked or set in stone, just like in the real world. I found that researching without giving away too much information or confirming any dates for any party was difficult; especially when I was not in the same room as the person I was organising things for. The best I could do was to ring the places, inquire, and then consult with my friend whose party it was to get their thoughts on the information I had acquired.

After every interview, phone call, website, book or pamphlet I used or would potentially use, a page was printed or a journal entry was written to ensure that any information I gain would not be lost. There is nothing worse than finding a piece of research which could be a key feature in this entire project and forgetting when you found it or where it came from.

Through planning this event myself, I expected to discover the amount of hard work and stress that goes into making everything run smooth - understatement. I also expected to be inspired and attracted to work in an event managing job – not exactly what happened.

After this project, I understand the level of difficulty in finding adequate venues or catering for an 18th birthday party. Often venues are hesitant to host 18th birthdays because there are legal issues with minors drinking and something like that cannot be controlled 100% at an 18th birthday because there is a wider age range of legal-aged people and minors. The immaturity of most people is another aspect that venue managers take into consideration before completely saying no to having 18th parties on their premises.

I am aware that event managing is a much harder job than I had thought originally and that it is as much fun as it is hard work. There are social qualities that are necessary in the career but that does not mean the whole thing is about who you know and get along with.

I was limited with what I was doing after a few months of commencing my research when I was informed that my friend no longer wanted a birthday party, This left me without something to produce as my final outcome but I overcome this issues and redefined my topic to go into further detail in risk assessments and future careers and locations for work.

**REFLECTION ON MY CHOSEN CAPABILITY –** **Relevance to me**

I connected researching event management with the Work Capability because I planned this topic to assist me with my career goal at the time. I wanted to thoroughly investigate the job, the sacrifices and bonuses that come with it. By planning my friend’s party, even though the final product did not end up happening, I know the amount of time and stress that goes into the planning process of one event. I do understand that most event managers are trained and would have needed less background research to accomplish the task. By undertaking this topic for research process I am now aware of the things an event manager is responsible for.

It is not their fault if the house burns down, it is their fault if there is no risk assessment plan in place IF the house burns down.

This topic helped me clarify the myths that event managing is all fun and games. Of course there can be times when the events are fun but most of it is hard work.

**REFLECTION ON MY RESEARCH OUTCOME AND ITS VALUE TO ME**

Through my research process I now understand the high level of communication that is needed between event managers and clients. My outcome demonstrates conclusions that have been drawn and highlights key points which will be of use to me in the future.

If I ever need to find a venue with specifications, I will use the tool I discovered through my secondary resource searching.

In addition to the research I constructed, all this time being surrounded with knowledge of event managing made me re-evaluate my chosen career path. Prior to this topic my heart was set on event managing as my number one job – what I was aiming for. Now that I have knowledge of the time (up to 70-80 hour weeks) and effort that goes in and am no longer naive to the problems that may occur and the responsibilities I would need to face. Event managing is a long-term commitment that I do not think I am willing to jump into straight away.

**REFLECTION ON MU RESEARCH OUTCOME AND ITS VALUE TO OTHERS**

When others see my outcome they will see the potential risks to be taken into consideration when planning an event. They will see the process I took when consulting with my friend about her birthday and the decisions we came to after consulting not only with each other, but other businesses which would factor in the party as well. Finally they will see a brief career outline and career pathway of an event manager.

The risks assessments will be useful because often people are so unaware of the things that could go wrong, something as simple as forgetting to mark a facebook invite as private can turn into something ridiculously blown out of proportion. The teenage drinking statistics will hopefully open parents’ and adolescents’ eyes to the damage that is being done to the youth of today – feeling the need for alcohol when you ‘party’.

The career outline will be helpful to anyone looking for a brief career summary. It shows what pathways are available – from further study after school to on the job training. It also shares the personality traits that are often seen in people involved with this work field.

Finally the process I underwent while talking to my friend about her birthday will be a guideline to anyone wanting to plan their party. I put them in the simplest order so anyone who is reading can see the easiest way to plan an event. This was done so they do not need to re-do all of the research I conducted, they can take it right from there.

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